



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
HEADQUARTERS 29<sup>TH</sup> INFANTRY DIVISION  
VIRGINIA ARMY NATIONAL GUARD  
9810 FLAGLER ROAD  
FORT BELVOIR, VIRGINIA 22060-5902**

S: 2 December 2013

NGVA-DIV-CS

1 November 2013

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Deputy Inspector General Announcement, V5KT0**

1. This vacancy announcement is for the position of Deputy Inspector General (IG)

a. Projected fill date: On or about 01 February 2014

b. Unit where vacancy exists: 29th Infantry Division, 9810 Flagler Road BLDG 268, Fort Belvoir, Virginia 22060

c. Female assignment eligibility: YES

d. Position MOS: 01A

e. Grade/Rank: O4/MAJ

f. Eligibility Criteria:

(1) Open to Soldiers in the grade of O3/CPT who are eligible for promotion and O4/MAJ. Applicants must be current members of the Army National Guard Soldiers in Virginia or Maryland. If nominated, Maryland selectee must be willing to interstate transfer (IST) to the Virginia Army National Guard.

(2) Military Technicians and AGR's are not eligible to apply.

(3) Must have a minimum of a Secret Security Clearance, or be eligible for an "Interim" Clearance as determined by the VaARNG State Security Manager (SSM).

(4) Must be a graduate of the Captains Career Course.

(5) Upon nomination, selectee must attend the first available IG qualification course, The Army Inspector School (TIGS). TIGS is a three week residence course offered at Fort Belvoir.

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2. How to apply: Interested candidates must submit the documents listed below no later than **01 December 2013** to 29th Infantry Division, ATTN: MAJ Jennifer Martin, Deputy G1, **9810 Flagler Road, BLDG 268, Fort Belvoir, VA 22060** or email complete application to **jennifer.r.martin.mil@mail.mil**.

a. Memorandum requesting consideration from officer applying with reason why you want to be the Deputy Inspector General.

b. DA Photo Within two years; photo must reflect current rank, awards/ribbons; (if the award/ribbon is on your DA photo, it must be reflected on your ORB).

c. Current DA FORM 705 (APFT), within the past year with at least three tests, to include Height and Weight, go and no go.

d. DA Form 5500-R/5501-R, Body Fat worksheet within 30 days. All applicants must complete this requirement.

e. Height/weight certificate (within 30 days) if applicable.

f. MEDPROS printout indicating Periodic Health Assessment is current.

g. DA Forms 67-9 (OERs), for the past ten years (Must be electronically profiled or certified true copy; UIC, CMD Code and PSB Code must be filled out for Part I; Gaps, overlaps, or non-rated periods must be explained in Memorandum format).

h. Officer Record Brief.

i. Most recent DA 1059 (indicating highest military education completed).

j. Letter of recommendation from the first LTC within the chain of command.

3. Point of contact is MAJ Martin at 703-805-3429.

COFFIN, WILLIAM J. JOHN, 1009128219

WILLIAM J. COFFIN  
COL, GS, VaARNG  
Chief of Staff